

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

March 3, 2003

03-0006

To: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

From: Dr. Sam W. Swofford, Executive Director

Subject: Announcement of the Availability of Individualized Internship Certificate

Introduction and Rationale

On December 5, 2002, the California Commission on Teacher Credentialing (CCTC) took action to make available to school districts a new internship certificate, the Individualized Internship Certificate (IIC), consistent with the requirements of federal legislation, No Child Left Behind Act of 2001 (NCLB). Specifically the CCTC action was: to make the Intern Certificate available to all candidates who meet the specified requirements of federal law relative to alternative certification regardless of the type of preparation program in which they are enrolled. Federal law requires candidates participating in alternative certification to hold a bachelor's degree, have completed subject matter, be enrolled in a teacher preparation program and receive support, assistance and mentoring.

This intern option is designed for persons who are serving as teachers of record, but who are not enrolled in an existing district or university internship program. This IIC provides an option for those teachers who have demonstrated subject matter competence, but have portions of their pedagogical preparation and supervised fieldwork to complete. This certificate is valid for two years, but participants are encouraged to complete the program in less time whenever possible.

Components of the Individualized Internship Certificate

School districts, in cooperation with teacher candidates and teacher preparation programs, may apply for an Individualized Internship Certificate for persons who have met all of the college or university admission requirements for a teacher certification program. Teachers serving on the IIC certification option will receive the support, supervision, mentoring and assistance necessary to successfully complete credential requirements.

To be eligible to apply for this certificate the teacher candidate must have completed the following:

- Baccalaureate degree from a regionally accredited college or university or the equivalent;
- Passage of the California Basic Educational Skills Test;
- Attainment of Subject Matter Competence either by CCTC approved exam or approved program in the area of the teaching assignment;
- Character Identification; and
- Demonstrated knowledge of the United States Constitution.

Verification of each of these prerequisites should be submitted with the application, unless these items have been previously submitted with a permit or credential application. The application for the IIC must be submitted by the employing agency. Persons who are teaching in elementary, secondary, middle school/junior high or special education classrooms are eligible for this option.

In addition to verification of successful completion of the above requirements, the IIC application must include a signed Individualized Internship Certificate Agreement (attached to this correspondence). This agreement verifies that the applicant is admitted to and formally enrolled in an accredited teacher preparation program. It also requires that within the first ninety days of program admission, an Individualized Professional Development Plan be developed and signed by the intern candidate, by the preparation program advisor assigned to the intern, and by the district's human resources director or designee. Since the Certificate has a duration of two years, the elements of the plan must be completed within that period. The Plan should include the following:

- Courses that must be taken (this should include an analysis of courses previously taken and equivalent credit given as appropriate);
- Exams that must be completed to achieve certification (e.g., Reading Competency Instructional Assessment (RICA) for Multiple Subject Teachers);
- Field experiences to be completed. There is an expectation of supervision in each quarter or semester of enrollment in the program, and the Plan should include the name(s) of those who will provide that program level and site level support/supervision;
- Provision and schedule for completing the appropriate Teaching Performance Assessment; and
- Provision for intern candidate to move into an induction program.

Programs and districts are strongly encouraged to maintain copies of these plans, as they will be subject to review during the CCTC Accreditation Review process. Additionally, the Individualized Internship Certificate Agreement will be subject to audit by the CCTC Certification, Assignment and Waivers Division.

The IIC Agreement also verifies that during the period the holder of the Individualized

Intern Certificate is the teacher of record, the employing district must designate a support provider who regularly assists and guides the intern with their teaching responsibilities. The university preparation program must identify individuals who will be responsible for advising the candidates and monitoring the teaching experience the candidates have during the internship.

Summary

The CCTC has made this voluntary option available to school districts and county offices of education. Another alternative is through District or University Intern Credentials. Persons holding Intern Credentials authorized through Education Code sections 44450-67 or 44325-28 and funded through EC 44380-86 are serving in 735 of California's school districts through 78 state funded programs. If you have questions about any of the internship options that are available, information can be found at the CCTC website www.ctc.ca.gov keyword internships, or by contacting Michael McKibbin at mmckibbin@ctc.ca.gov. Contact the Commission's Information Services Unit about questions related to submission of documentation for the Individualized Internship Certificate at (888) 921-2682 between 8 a.m. and 5 p.m., weekdays or by e-mail at credentials@ctc.ca.gov.



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California Commission on Teacher Credentialing Individualized Internship Certificate Agreement

Name of Applicant _____ SSN _____

To be Completed by Employing Agency

I certify that the above named individual is serving as a teacher within the authorization of this certificate and is receiving support and supervision by the support provider named below:

Name of Support Provider

Name of Human Resources Director

Title

Employing Agency

Signature of HR Director or Designee

Date

To be Completed by a College or University

I certify that the above named applicant has been formally admitted to the following Commission-accredited teacher preparation program:

☐ Multiple Subject

☐ Single Subject

☐ Education Specialist

Content area _____ Specialty area _____

I have informed the above named individual that he/she must develop a two-year Individualized Teacher Preparation Plan in cooperation with this institution during his/her first 90 days of employment. In addition, the following individual will be assigned to supervise the individual throughout the Individualized Internship Program Plan:

Name of University Supervisor

Name of Faculty Advisor or Program Coordinator

Authorized Name

Title

Institution

Authorized Signature

Date

To be Completed by the Candidate

I understand I must develop a two-year Individualized Teacher Preparation Plan in cooperation with the above stated Commission-accredited teacher preparation institution during the first 90 days of my employment and complete the Individualized Internship Program within two years.

With my signature I verify, under penalty of perjury and subject to audit by the Commission, that the foregoing information is true and correct.

Signature of Applicant

Date

Requirements for the Individualized Internship Certificate

Each applicant for the Individualized Internship Certificate must meet the following:

- Baccalaureate degree or higher from a regionally accredited college or university;
- Passage of the California Basic Education Skills Test (CBEST);
- Verify knowledge of the subject to be taught by **one** of the following two methods:
 1. achieve a passing score on the appropriate subject matter examination(s). Information regarding the appropriate subject matter examination(s), including passing scores and registration, can be found in Verifying Subject Matter Competence leaflet CL-674M.
 2. complete a Commission-approved subject-matter program or its equivalent and obtain verification of completion from the authorized person in the education department of a California college or university with an accredited program
- Complete a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution, **or** pass an examination in the subject given by a regionally-accredited community college, college, or university
- Character Identification

Instructions to the Employing Agency

The employing agency must provide a support provider to the employee participating in the Individualized Internship Certificate. The name of the support provider is listed on the reverse side of this form. The signature of individual representing the employing agency attests that the employee has been notified that he or she will develop a two-year Individualized Teacher Preparation Plan within the first 90 days of employment.

Instructions to the College or University

The college or university that offers a Commission-accredited teacher preparation program attests that the applicant is admitted to a teacher preparation program for the Individualized Internship Certificate and will be provided advisement and supervision during the period of the internship. The college or university must develop an Individualized Teacher Preparation Plan (ITPP) with the applicant within the first 90 days of employment. The ITTP should include the following:

- Course work that must be completed to achieve certification;
- Exams that must be completed to achieve certification;
- Field experiences that must be completed to achieve certification;
- Provision and schedule for completing the appropriate Teaching Performance Assessment (when implemented);
- Provision for the candidate to move into an induction program.

Instructions to the Applicant

The applicant must develop a two-year Individualized Teacher Preparation Plan in cooperation with a college or university offering a Commission-accredited teacher preparation program during the first 90 days of employment and complete the Individualized Internship Certificate Program within two years.